

**California Department of Veterans Affairs
Homeless Veteran Outreach
2007 Grant Application Package**

The California Department of Veterans Affairs (CDVA) has limited funds available to support homeless veteran outreach efforts this year.

How to Apply:

- 1) Complete the attached application.
- 2) Attach a complete description of the event.
- 3) Attach a completed, signed Payee Data Record.
- 4) Submit the above, by mail, fax or e-mail (electronic submissions must be followed by a signed hard copy) to the point of contact listed below.

COMPLETE application packages must be received by CDVA at the address below No later than close of business, Friday, May 4, 2007!

How Much Money Will Be Distributed?

- \$1,000 grant for each **day** services are provided, with a **maximum of \$4,000**.

How Will Funds Be Disbursed?

- Upon approval of the application, organizations will receive a purchase order from CDVA identifying the grant award amount.
- Awardees should make their purchases and send CDVA an invoice detailing:
 - CDVA purchase order number;
 - Items or services purchased;
 - Amounts spent;
 - Note: funds cannot be disbursed in advance of the actual purchase.
- A check will then be issued by CDVA for the total amount listed on the invoice **UP TO A MAXIMUM OF THE GRANT AWARD AMOUNT** identified on the CDVA purchase order.

Allowable Expenditures: State accounting procedures do not allow CDVA to fund expenditures for food items or food services. Applicants may request funding for:

- Goods such as clothing items, toiletries, personal hygiene items, sleeping bags, blankets, backpacks, etc.
- Services such as utilities, sanitation, communications, advertising, etc.

After Action Report: In order to justify the continued expenditure of these funds we are asking each grantee to submit information on the services provided and numbers of Veterans served. Please see the attached sample After Action Report.

CDVA Point of Contact:

Brian O'Hara
California Department of Veterans Affairs
Veterans Services Division
1227 O Street, Room 105
Sacramento, CA 95814
Phone: 916-653-2573 Fax: 916-653-2563 E-mail: Brian.O'Hara@ cdva.ca.gov

**Californian Department of Veterans Affairs
Homeless Veteran Outreach
2007 Grant Application**

Applicant's Information:

Sponsoring Organization	
Point of Contact	
Title or Position	
Mailing Address	
Phone Number	
Fax Number	
E-mail Address	
Organization's Website address	

Event Information:

Name of Event				
Type of Event	Stand down	Other _____		
Number of Days	-One Day	-Two Days	-Three Days	-Four Days
Date(s)				
Hours of operation				
Location (including street address)				
Estimated Number of Veteran Participants				
Goods (non-food) or services to be funded by the grant:				
	Item	Estimated Cost		
	Total Cost			

Required Attachments:

- Complete Description of Event – What do you plan to do, how do you plan to accomplish it?
- Completed Payee Data Record (Std 204)

Authorized Signature: _____ Date: _____

**SAMPLE
“AFTER ACTION REPORT”**

Organization: _____
Dates of Event: _____
Event Site: _____

Number of Vets Registered	394
Number of Women Vets	19
Number of Dependents	65
Number of Children	10
Overnight Saturday (Vets and Dependents)	294
Number Registered at VA	166
Seen at Eye Van	134
Number Registered with Court	169
Number of Cases Heard	511
Number seen by Service Officers	175
Number of Claims Filed	12
Community Service Hours	962
Number seeking EDD services	86
Number of volunteers	502
Youngest Veteran	25
Oldest Veteran	80
Youngest person on site	5
Number of meals served	4086
Number registered to vote	20

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